

Group A For Awesome Part C1

General Project Information

Project Name: Library Art Exhibit

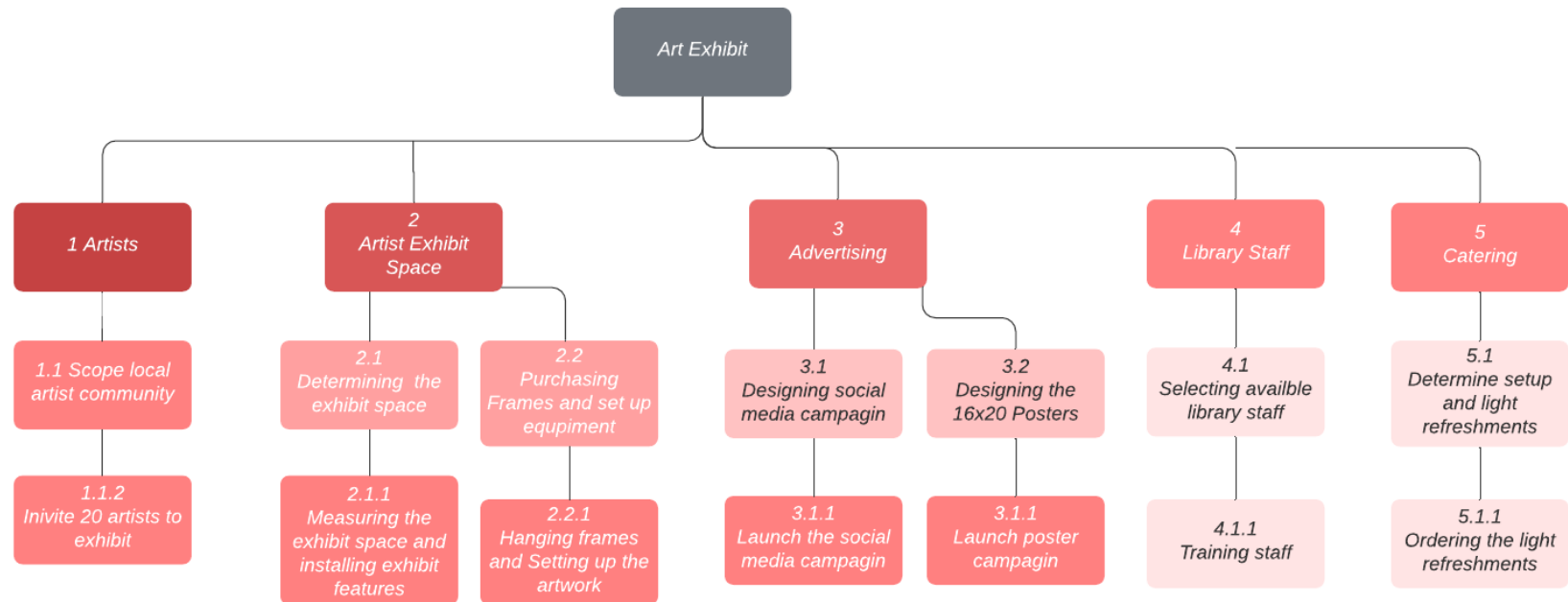
Project Manager: Nadia Palma

Scope Management Plan

Scope:

The Library Art Exhibit is a project that will work with local artists to create an exhibit to be on display for thirty days in order to promote library engagement. The scope of the project will include working with twenty local artists, a seven-week social media ad campaign, a poster ad campaign that will be placed throughout the library, light refreshments for the opening night of the exhibit, and twenty pieces of art. The scope of the project will not include more than twenty artists, art that is not a photo, exhibition expansion, and non-community member works of art. Only the project manager can approve changes made to the project. They will be reviewed by them to assess to see if they fit within the scope of the project and to ensure the project's ability to stay on target. Change requests will be submitted by putting the request in writing and provide any additional informational materials to go along with the request.

Library Art Exhibit



WBS Dictionary

Level	WBS Code	Element Name	Definition	Responsible Party
1	1	Artists	This is a sub-deliverable. The work packages will be explained below.	Project Manager
1	1.1	Scope Artist Community	The local artist community will be evaluated, to determine which artists will be asked to exhibit their work.	Project Manager
1	1.1.1	Invite Artists	Artists will be invited to the Exhibition via email or phone.	Project Manager
2	2	Exhibit Space	This is a sub-deliverable. The work packages will be explained below.	Project Manager
2	2.1	Evaluating Exhibit Space	The space in which the exhibition will be held will be determined and evaluated based on available space in the library. An exhibit design space will be created and used for guidance during installation.	Project Manager
2	2.1.1	Preparing Exhibit Space	Space will be measured and then prepared to host 20 pieces of art from 20 local artists. This will include the installation of framing.	Art Preparators
2	2.2	Purchasing Equipment	Equipment needed to be purchased will be frames and adhesives to hang artwork. Any other materials needed will be included in this work package.	Art Preparators
2	2.2.1	Setting Up Exhibit and Equipment	Artwork will be collected from the artists and then hung around the exhibit.	Art Preparators
3	3	Advertising	This is a sub-deliverable. The work packages will be explained below.	Library Staff
3	3.1	Designing a Social Media Campaign	A 7-week social media campaign will be designed to inform the community of the upcoming art exhibition.	Library Staff
3	3.1.1	Launching a Social Media Campaign	The social media campaign will be launched 7 weeks before the opening of the exhibition. The campaign will be launched via the library's Facebook, Twitter, and Instagram accounts.	Library Staff
3	3.2	Designing Posters	Physical Posters will be designed to promote the art exhibition.	Library Staff
3	3.2.1	Launching a Poster Campaign	The posters will be distributed and displayed at the library.	Library Staff

4	4	Library Staff	This is a sub-deliverable. The work packages will be explained below.	Project Manager
4	4.1	Selecting Staff	Library staff will be selected to help prepare and run the art exhibition. Staff will be selected based on volunteers and availability.	Project Manager
4	4.1.1	Training Staff	Training of library staff will be minimal. Staff will be trained to answer any questions patrons may have.	Project Manager
5	5	Catering	This is a sub-deliverable. The work packages will be explained below.	Project Manager
5	5.1	Determine setup and light refreshments	A decision and selection will be made for what will be served as light refreshments as well as how it will be set up for the opening night.	Project Manager
5	5.1.1	Ordering light refreshments	Light refreshments will be available to patrons at their own convenience on the opening night of the art exhibition. These items will be ordered prior to the opening. A menu will be finalized before opening night.	Project Manager

Schedule Management Plan

Library Art Exhibit

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Search for Artists												
Send Artist Invites												
Have Artists showcase works												
Determining Exhibit Space												
Measuring and Installing Exhibit												
Purchasing Frames												
Installing Frames and Art												
Designing Social Media Campaign												
Launch and run campaign												
Design Posters												
Poster Installation												
Selecting Library Staff												
Training Staff												
Staff working event												
Determine setup and food choice												
Ordering the light refreshments												

Legend: Artists Exhibit Advertising Library Staff Catering

Cost Management Plan

Expense	Description & Purpose	Vendor	Funding Source	Cost per Item (BOLD = per week)	Total Cost
Staff					
Library staff members	Two library members will oversee local artists, the functionality of art exhibit, and patrons. Each will work 240 hours at \$15/h.	N/A	Our Town Grant	\$3,600.00	\$7,200.00
Project manager	The project manager will be in charge of overall plan, budget, and documentation of the project. Will work 672 hours at \$42/h.	N/A	Our Town Grant	\$28,224.00	\$28,224.00
Art preparators	Two art preparators will professionally oversee and handle the art exhibit by carefully packing, unpacking, and displaying the art. Each will work 16 hours at \$16/h.	N/A	Our Town Grant	\$256.00	\$512.00
Materials					
Frames	20 frames will be used for the local artists to display their art on.	Amazon	Our Town Grant	\$32.99	\$65.98
Adhesive tabs	1 pack of 24 adhesive tabs will allow each art piece to be displayed.	Amazon	Our Town Grant	\$22.97	\$22.97
Photo paper prints	20 photo paper prints will serve as the art display to each local artist.	Snapfish	Our Town Grant	\$2.99	\$59.80
Catering Budget	The library staff will buy light refreshments for the convenience of everyone within the art exhibition on opening night.	Library	Our Town Grant	N/A	\$250.00
Posters	10 posters will serve as an advertisement for the art exhibit to the public.	Snapfish	Our Town Grant	\$15.99	\$159.90
Social media ads	The 7-week ad campaign on Instagram as advertisement to reach a larger crowd of individuals within the local community.	Instagram	Our Town Grant	\$140.00	\$980.00
				Total Project Cost	\$37,474.65